



SNP Administrative Review Findings

Program Year 2025

Sts Joan of Arc and Patrick School (K100)

3155 South 200 West
Kokomo, IN 46902-9612

No. of Sites / Reviewed: 2 / 1

Month of Review: November 2024

Sts Joan of Arc and Patrick School (K100)

Food Service Contact

Mrs. Brandi L Roswog
Food Service Director
(765) 865-9960
broswog@stsjp.org

Executive Contact

Mrs. Allison Collins
Business Manager
(765) 865-9960
acollins@parish.dol-in.org

Commendations

- * The food service director was very well prepared for the Administrative Review. All requested documents were gathered and ready at the start of the on-site review. Documents were strategically organized for easy review.
- * Meal pattern compliance including crediting documentation was flawless. The SFA should be commended for a job well done.

Technical Assistance

- * Provided technical assistance on how to use the Exhibit A: Grain Chart to determine ounce equivalents for grains when no product formulation statement is available.
- * Discussed Power School daily sales report with SFA to determine what 'additional' meant. After much research, it was discovered that when students purchased an extra entree after purchasing a reimbursable meal, the cashier was charging them for a second meal and an extra entree. All accounts charged for a second meal were deleted back to the start of the school year.
SA was able to determine claims were submitted correctly, using accurate meal counts.

Certification and Benefit Issuance - Sts Joan of Arc and Patrick School (K100)

133. Direct Certifications were correctly certified

Finding 9024: Direct Certifications were not correctly certified

Direct certification documentation for selected students was reviewed for completeness and accuracy. One student was certified for reduced meals incorrectly due to a clerical error. The student should have received free meals based on the Direct Certification report.

Corrective Action:

The SFA corrected the benefit so that the student will now receive free meals. A notification letter of meal benefit change must be sent to the household. The SFA will submit the letter as corrective action.

Technical Assistance:

The SFA is reminded to run the Direct Certification report a minimum of three times per school year, preferably monthly. Each time the report is run, changes to student benefits must be updated in the point of service system. If a household had previously been assigned a benefit based on an income application, their benefit status must be updated to show they are now directly certified.

Verification - Sts Joan of Arc and Patrick School (K100)

209. Verified applications were properly selected, correctly replaced (if necessary), and correctly verified

Finding 9000: Verification

The SFA did not send a second notification letter to the household selected for verification. A response was not received after the first notification.

Corrective Action:

The SFA must make at least one attempt to contact the household when the household does not adequately respond to the request for verification. The SFA will complete the verification training in Moodle and submit their training certificate as corrective action.



SNP Administrative Review Findings

Program Year 2025

Sts Joan of Arc and Patrick School (K100)

Technical Assistance:

This year, the SFA sent out their verification notification letter on September 27, utilizing the rolling verification method. More information regarding this method can be found at the following link: <https://www.fns.usda.gov/cn/beginning-verification-october-1-guidance-local-educational-agencies>

Meal Counting & Claiming - Sts Joan of Arc and Patrick School (K100)

314. SFA is following the approved SFA-SA agreement

Finding 9049: SFA not following the approved SFA-SA Agreement and/or Application.

The SFA is not following their approved SFA-State agency Application, including the Point of Service procedures.

Discrepancies between approved documentation and observations on site: Cash register is located at the beginning of the serving line, before the student receives the meal.

Corrective Action:

The SA was able to determine that OVS was not utilized, meaning the students were receiving all components in their reimbursable meal. The SFA has modified their site information sheet to show the cash register is located at the beginning of the meal service line. **With this modification in place, no further action is required.**

Resource Management Comprehensive Review - Sts Joan of Arc and Patrick School (K100)

767. Nonprogram Revenue and Food Cost Ratio

Finding 10174: Revenue ratio was less than its food cost ratio.

The SFA found that its revenue ratio was less than its food cost ratio and did not act to adequately resolve the problem.

Corrective Action:

The SFA must take additional steps to ensure compliance with non-program food revenue requirements by sufficiently increasing nonprogram food prices.

As corrective action, please provide documentation showing point-of-sale price increases for a la carte items.

Technical Assistance:

USDA non-program food revenue guidance can be found at the following websites: <https://www.in.gov/doe/files/sp20-2016s-non-program-food-guidance.pdf>; <https://fns-prod.azureedge.us/sites/default/files/cn/SP39-2011r.pdf>.

General Program Compliance - Sts Joan of Arc and Patrick School (K100)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 10140: Wellness Policy Review and Update

The review and update of the local school wellness policy did not occur as required.

Corrective Action:

As corrective action the following must occur:

LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy. The local school wellness policy must be reviewed and updated by the wellness committee. A copy of the assessment and updated wellness policy must be submitted to the State Agency.

Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.



SNP Administrative Review Findings
Program Year 2025

Sts Joan of Arc and Patrick School (K100)

1219. *Employees outside of the School Nutrition Programs with School Nutrition Program duties received appropriate training*

Finding 10114: Non-foodservice staff conducting duties related to food service had not been trained annually

At the time of the review, there were non-food service employees conducting duties related to program requirements who had not been trained. The staff member in responsible for processing income applications did not receive annual training.

Corrective Action:

Annual training for all staff with food service responsibilities is a program requirement. **As corrective action, provide written procedures for tracking training requirements to ensure this requirement will be met. For the employees identified as needing training during the review, provide proof of training such as certificates, or agenda of topics covered with attendee names and signatures.**

1403. *Review of agricultural food components indicates violations of the Buy American provision*

USDA Buy American Provision Updated Policy Guidance

Technical Assistance:

USDA has recently updated guidance to program sponsors regarding Buy American requirements to become effective PY 2025-2026 school year. For additional information, go here: <https://www.fns.usda.gov/cn/buy-american-provisions>.

To watch a recorded webinar on updates to the Buy American requirements, go here: <https://www.fns.usda.gov/buy-american-provisions/webinar>.

To download a copy of the USDA Buy American tool, go here:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffns-prod.azureedge.us%2Fsites%2Fdefault%2Ffiles%2Fresource-files%2FSP23-2024a.xlsx&wdOrigin=BROWSELINK>.



SNP Administrative Review Findings

Program Year 2025

St. Patrick School (J410)

3155 South 200 West
Kokomo, IN 46902-9612

Food Service Contact

Mrs. Brandi L Roswog
Food Service Contact
(765) 865-9960

Month of Review: November 2024

Date of Onsite Review: December 10, 2024

Meal Counting & Claiming - St. Patrick School (J410)

325. Review Period- meal counts by category were correctly used in the claim for reimbursement

Technical Assistance - Power School Meal Count by Eligibility Report

Currently, the SFA does not have the ability to pull a monthly report for each school showing daily meal counts for each eligibility type. They can run a report that contains both schools combined, but do not have the ability to run the report by school. Since the SA uses site-based claiming practices, this report is vital to ensuring meals are claimed accurately.

Meal Components & Quantities - St. Patrick School (J410)

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Technical Assistance - Production Records

When recording component contributions for fruits and vegetables on production records, a measurement must be recorded instead of a check mark. Also, do not duplicate grain contributions in both the 'entree' and 'grain' sections.

409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students

Technical Assistance - Standardized Recipes

The SA provided technical assistance on developing standardized recipes and made-from-scratch entrees.

500. Day of Review- Offer vs. Serve was properly implemented

Technical Assistance - OVS

The SFA must change the site information sheet for the reviewed school to state they are not implementing OVS.

General Program Compliance - St. Patrick School (J410)

1407. SFA written food safety plan is implemented

Technical Assistance - Food Safety

The SFA is reminded to always use serving utensils to ensure a consistent serving size and to decrease the risk of cross contamination.